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28 MAR 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM:



Director of Information Services

SUBJECT: OIS Weekly Report (21-27 March 1984)

A. PROGRESS ON ACTION ITEMS

2. Progress continues on the transfer of OSS material to the National Archives and Records Service (NARS). The draft Memorandum of Understanding (MOU) from NARS concerning procedures for handling the OSS records has been reviewed and comments have been prepared by the Records Management Division (RMD). (For background, please refer to OIS Weekly dated 21 March, Item A.2.) The MOU provides a means for resolving concerns OIS has raised about the sensitivity of information contained in those documents about former OSS members, foreign governments, and the

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like. RMD's comments included a new first paragraph for the MOU citing these concerns. The comments have been forwarded to OGC for incorporation in the Agency's response to NARS.

B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST

1. DD/OIS and several members of RMD met with representatives of ODP to discuss the establishment of an Information Services Center (ISC) in the Ames Building. The purpose of the meeting was to provide the ODP personnel with an understanding of how the ISC would work, as well as the staffing requirements for the laser printers that will be housed there. The participants also discussed the possible establishment of similar Centers in the new Headquarters Building and the impact they might have on services provided by ODP. A representative of ODP indicated willingness to provide part-time help to operate the printers in the ISC/Ames and expressed ODP's desire to include laser printers in all of the registries in the new Headquarters Building, as well as in other outlying buildings. No formal agreements were reached, but staff members were identified to continue discussions of these issues.

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4. RMD conducted the 30th running of the Micrographics Seminar for 34 MI careerists and six other Agency employees. This running featured a three-hour segment by Whitney Minkler of Micrographic Systems Technology Corporation that included a practical exercise using a systems analysis approach to a potential micrographic application. Mr. Minkler's presentation was videotaped so that other employees concerned with records management and micrographics could benefit. The seminar also included presentations on micrographic programs in OCR and FBIS to give participants an understanding of the range of applications within the Agency.

5. Several members of OIS visited the equipment display at the Federal Office Systems Exposition (FOSE) at the Washington Convention Center. Certain OIS personnel also attended selected lecture sessions on office automation technology and management. Of particular interest at the exposition was a demonstration by Philip's of Holland of its optical disk system that can be tailored to accommodate customer needs. Prices for such customized systems range from \$300,000 to \$1 million. Much relevant information on word processing and data processing in relation to office automation was gleaned from the conference sessions.

6. In the "items of interest" category, the Regulations Control Division (RCD) received a call from a member of P&PD regarding the use of the Headquarters Physical Fitness Room. The inquirer had been advised by a third party that former President Carter had signed a bill providing Federal employees three hours of leave per week for physical fitness. The individual's supervisor had disagreed. In researching the query, RCD found no employee bulletins, notices, or regulations regarding Agency employees being permitted leave for physical fitness. The requester was notified accordingly.

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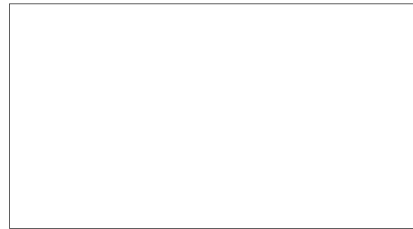
C. ANTICIPATED ACTIVITIES AND SCHEDULED EVENTS

1. Directorate Records Management Officers will meet with members of RMD for their regular bi-monthly session to discuss records issues. The agenda includes an update on steps taken in each Directorate to alleviate the storage problem at the AARC and a discussion of the transfer of OSS records to NARS.

2. D/OIS, DD/OIS, Chief, RMD, and all RMD branch chiefs will meet with NSA officials on 2 April to discuss various aspects of NSA's records management program. The meeting is intended as a "get acquainted" session to revitalize Agency ties with NSA in the records management field.

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Attachment:
As stated



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